

**Minutes of the Meeting
February 19, 2018**

The Durham County ABC Board met at the administrative office, 2634 Durham Chapel Hill Boulevard, on the 19th day of February, 2018.

Board Chair, Andy Miller, called the meeting to order at 5:30 p.m.

Board members Jacqueline Wagstaff, Lawrence Daye, Donald Lebkes and Beverly Thorpe were present. General Manager Rufus Sales and attorney George W. Miller, Jr. were also present. Durham County ABC Finance Officer Lee Keatts, Durham County ABC Support Services Director Perlle Davis, Durham County ABC Chief Natausha Pettiford, Paul Hendershot with JLL and Wesley Lemons with Dalcom Consulting were also in attendance.

Conflict of Interest Review and Declaration

Chair Miller read the Board's Conflict of Interest Review and Declaration statement and asked Board members if they have an actual conflict or appearance of a conflict of interest with any items coming before the Board and, if so, does the Board member wish to recuse him or herself from deliberating and voting on the matter. All Board members verbalized that they have reviewed the agenda and do not have any conflicts.

Consent Item

The consent item approved was the January 16th Board Meeting Minutes. Ms. Wagstaff motioned to approve the January Board Meeting Minutes as presented. Mr. Daye seconded the motion and the Board approved unanimously.

General Business

Public Comment

Chair Miller stated that there are not any members of the public present for comment this evening.

Introduction of New Employees

Ekeya Barrett introduced herself to the Board as a newly hired employee working at the Hope Valley Road Store. The Board welcomed Ms. Barry to DCABC.

Feasibility Study Review

Mr. Hendershot provided a progress report to the Board on the feasibility study JLL is performing for DCABC. The purpose of the study is to evaluate current store locations and determine whether additional ABC stores are warrantable in the county. He explained that JLL analyzed the previous three years of business trends at each retail store and determined that each store should remain at its current location. Mr. Hendershot stated that factors considered in the feasibility study include county population, socioeconomics, demographics and areas of projected growth.

The Board discussed several potential areas for new growth as identified by JLL. Mr. Hendershot reported that the next phase is submission of a written report to identify specific locations for Board consideration. The Board requested for mixed beverage and warehouse locations to be considered and included in the report.

Financial Report

Mr. Keatts reported the summary of income statement results for the month of January. He noted that sales in January increased 7.9% over the previous year.

Support Services Report

Ms. Davis presented the recommendation to select Dalcom Consulting's proposal for a replacement Point-of-Sale System. She provided basic information about the current POS System and highlighted the advantages and disadvantages associated with the recommendation. Dalcom Consulting representative, Mr. Lemons, provided technical aspects of the system. The Board had a general discussion regarding the bid selection process and Dalcom Consulting's credentials. Mr. Lebkes motioned to approve the recommendation to accept the bid submitted by Dalcom Consulting for POS System replacement. Ms. Wagstaff seconded the motion and the Board approved unanimously.

Ms. Davis provided an update on the grant process. ZoomGrants is now configured and prepared to receive grant applications on March 1st. Instructions for grant applicants is provided on the DCABC website. Ms. Thorpe assisted Ms. Davis in preparing grant documents by tailoring ZoomGrants to meet DCABC specifications. The Board is to receive a copy of the setting changes for review.

Law Enforcement Report

Chief Pettiford reported to the Board on law enforcement activity during the month including permittee inspections, compliance checks, the confiscation of fraudulent identifications and processing of two alleged charges of aiding and abetting.

General Manager's Report

Mr. Sales reported that a warehouse CDL driver resigned. He stated that three Clerks were promoted to Assistant Managers and two full-time Clerks were hired. He also reported that a meeting was held for part-time Clerks to express appreciation for their work, listen to their concerns and discuss guidelines for part-time employees. Customer service training is scheduled for all retail employees and fundamentals of supervision training is planned for all management. The Board had a general discussion regarding performance reviews for part-time employees and recognition programs. Per Board request, Mr. Sales will provide the ratio of male to female managers.

Follow-up Items

- **Financial Investment**

Mr. Keatts stated that \$3M was deposited into North Carolina Capital Trust account on February 5th.

- **ZoomGrants**

ZoomGrants update was provided to the Board under Support Services Report.

- **Disaster Recovery Plan**

Mr. Sales drafted a preliminary disaster recovery plan for Board review and input. Per Board request, Mr. Sales will request the state's disaster recovery plan.

Other Business

Point-of-Sale System Recommendation

Board action was taken on the POS System recommendation under Support Services Report.

Revision of Adverse Weather Policy

Mr. Sales recalled the discussion that took place at the January Board meeting regarding implementing an adverse weather policy. He stated that there is not a policy in place to compensate employees during emergency store closings. He obtained copies of similar policies from Mecklenburg and Greensboro as a guideline and drafted a policy for DCABC. The Board had a general discussion regarding the necessity to notify media promptly during inclement weather to ensure employee safety. The Board had further discussion regarding compensating full-time employees if they are unable to work due to store closure. Chair Miller asked whether the Board wished to take action on the proposed adverse weather policy. The Board did not take action and, therefore, a new policy is required before employee compensation is provided during emergency store closings.

Closed Session

Ms. Wagstaff motioned for the Board to go into closed session per G.S. § 143-318.11(a): (3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged; (6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. Mr. Daye seconded the motion and the Board approved without objection.

Open Session

Chair Miller stated that the Board is back in open session. Mr. Lebkes motioned for the General Manager to hire a part-time Assistant General Manager. Mr. Daye seconded the motion. Ms. Wagstaff opposed and the vote was passed 4-1.

Adjournment

Ms. Wagstaff motioned to adjourn the meeting. Mr. Lebkes seconded the motion and the Board approved without objection.

Approved By


